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For additional information on how to manage your grant, please see our
website: www.in.gov/arts/grants/manage.html

Final Grant Report FY2006/2007- Capacity Building Program

(If you are completing this form electronically, data can only be entered in the shaded gray boxes. Hit the Tab key to move from section to section. After you complete this form, print out an original to be signed and mailed to the IAC.)

GRANT NUMBER:

ORGANIZATION NAME:

CONTACT PERSON:

TELEPHONE/E-MAIL:

PROJECT OUTCOMES

In the space provided, briefly answer the following three questions:

- 1) Specify how IAC funds were used, why the grant was essential to the project's success, and how the organization directly benefited from this process.

- 2) Briefly describe the activities that occurred, including information about the WHO, WHAT, WHEN, WHERE, WHY, and HOW of the project.

PHASE 1: Organizational Assessment and Planning:

PHASE 11: Plan Implementation:

3) If your activities varied from what was approved on your Project Modification form, Exhibit B of your Grant Agreement, explain how and why your project changed. Changes include expenses or income that vary by more than 10 percent from what was approved, as well as changes in the project goals, methods, key personnel, facilities, or dates.

PROJECT FINANCIAL INFORMATION

ACTUAL PROJECT EXPENSES	Column A CASH	Column B IN-KIND*	Column C TOTAL
1. Personnel-Administrative			
2. Outside Other Fees and Services			
3. Space Rental			
4. Travel/Transportation			
5. Remaining Expenses			
TOTALS:			

ACTUAL PROJECT INCOME	
1. Corporate Support	
2. Foundation Support	
3. Other Private Support	
4. Government Support-Federal	
5. Government Support-Regional/State	
6. Government Support-Local	
7. Other Applicant Cash	
Sub-Total (Non-IAC Cash Income)	
8. INDIANA ARTS COMMISSION GRANT	
(SPENT PLUS FINAL PAYMENT)	
Sub-Total(Cash Income)	
9. Total In-kind Donations*	
TOTAL:	

** If you have utilized in-kind as a portion of your required local match, you must complete and submit one copy of the Record of In-kind Donations Form with this report you can find this report on the page immediately following Page 6 of the Final Grant Report.*

- 2) If a cash surplus or deficit exists, explain below what will be done with any proceeds or how the deficit will be covered by the organization.

PROJECT RESULTS

Indicate the results of your funded project. If applicable, provide a brief explanation or example for each item checked in the space provided.

- ☐ a. Addressed critical issues outlined in application
- ☐ b. Used planning approach outlined in application
- ☐ c. Selected consultant was successful in leading organization through the capacity building process
- ☐ d. Board-approved planning charge was beneficial to the process
- ☐ e. The full board was involved in assessment and plan development process
- ☐ f. The appropriate person was selected to manage overall assessment, planning effort and plan implementation
- ☐ g. Determined a timeframe for when and how the full board will review plan implementation progress
- ☐ h. Determined a formula for how plan objectives are (or will be) met
- ☐ i. Enhanced organizational infrastructure through participation in this program
- ☐ j. Other (specify):

REQUIRED DOCUMENTATION

You should submit clearly labeled copies of **all** letters and publications associated with the implementation of the project. Documentation submitted will not be returned and if applicable, may be used in IAC publications.

One of the contractual requirements for receiving an IAC grant is that all grant recipients must give logo credit to the Arts Commission in all published materials related to the funded activity. The IAC will review all documentation to determine if proper credit has been given to the IAC by the placement of the credit logo. Use of the credit logo helps the IAC promote the public understanding of the vital role of the arts in Indiana communities. Failure to comply with the terms of the Grant Agreement may result in rescission of all or part of your grant and could affect future funding decisions.

SUBMITTING THE REPORT

The Final Grant Report is due approximately one month following the project ending date, and no later than **July 27, 2007**. Your exact due date can be found on Page 1 of your Grant Agreement. No faxed reports will be accepted. Failure to submit a final grant report on time could make your organization ineligible to apply for future IAC support.

- ☐ Submit 1 original (with pen signature) and 1 copy of the report. The board chair, president, or executive director must sign the report.
- ☐ Submit letters and publications associated with your funded activity. Clearly label the items. Documentation will not be returned.
- ☐ If applicable (see Page 4), submit 1 Record of In-kind Donations Form, signed by the board chair, president or executive director.

ASSURANCES

The undersigned certifies (1) that s/he is a principal officer of the grantee organization, and (2) the information provided in this report is true and correct, and (3) the expenditures were incurred solely for the purposes of the above numbered grant and in compliance with Indiana Arts Commission guidelines, including federal and state statutes prohibiting discrimination against any person on the basis of race, religion, color, national origin, gender, age, or physical or mental disability. Grantee organization will maintain records and documentation pertaining to grant activities and expenditures for a minimum of three (3) years and will make this material open to inspection by the IAC, with proper notice, for monitoring purposes.

Signature of Board chair, president, or executive director

Date Signed

Print Name and Title



In-kind Expense and Income

Because not-for-profit organizations often receive donated materials and services (“in-kind” contributions), special accounting guidelines have been established to deal with these items. These guidelines should be followed when the applicant includes in-kind match in the proposed budget. (*)

- Donated MATERIALS of significance should be reported at their fair market value if the recipient organization has an objective, measurable basis for assigning value. (The donor usually assigns value.)
- Donated SERVICES of significance should be reported if: 1) they are a normal part of a project and would be otherwise performed by paid personnel; 2) the organization exercises control over the employment and duties of the donor; and 3) there is a measurable basis for assigning a value to the service being donated.
- The following **CANNOT** be claimed as in-kind services:
 - services that are designed to be provided by volunteers;
 - periodic volunteer services for fund raising;
 - professional personnel engaged in research or training activities without pay or with a nominal allowance; and
 - value of time donated by the organization's board of directors and board committee members in carrying out governance activities.
- In-kind donations of materials and services must be able to be audited with a written record of each contribution. The written record should include: organization name, donor name and signature, date, description of the donated item or service, the value of the donated item of service (as assigned by the donor) and the signature of the person receiving the donation on behalf of the organization.
Grantees using in-kind as a portion of match will be required to submit documentation with their final grant reports.

(*) Some grantees *MAY NOT* include in-kind as a portion of their local match requirement. Please refer to Page 1 of your Grant Agreement to verify your eligibility to provide non-cash match.



Grantee In-kind Donations Report

If the value of in-kind donations was used for an allowable portion of your IAC grant local match, then submit this report with your Final Grant Report. To find out the level of acceptable in-kind match, refer to Page 1 of your Grant Agreement.

GRANT NUMBER:

ORGANIZATION NAME:

Signature of Board chair, president, or executive director

Date Signed

DESCRIPTION OF DONATED GOODS AND SERVICES	NAME OF DONOR	VALUE OF DONATION
<i>Example:</i>		
<i>1. Audit Services</i>	<i>Acme CPA Service, Inc.</i>	<i>\$1,000</i>